



OLD TOWN SPECIAL EVENT APPLICATION

Please complete the application according to the *Special Event Arrangements* guidelines.
The City may refuse any application submitted less than 30 days prior to the event.

EVENT TITLE: _____

Event Date: _____ **Event Time:** _____

Set Up Time: _____ **Tear Down Time:** _____

Damage Deposit: _____ **Date Paid:** _____

Rental Fee: _____ **Date Paid:** _____

Event Location: _____

Dates/Times of Street Closures: _____

List of Streets to be closed (Example: McLean from Maple to Douglas): _____

Event Promoter / Contact Person: _____

Mailing Address: _____

E-mail Address: _____

Phone: Business _____ **Home** _____ **Cell** _____

FAX: Business _____ **Home** _____

Type of Event - circle the appropriate description of the event.

Parade	Fireworks	Fair	Wedding
Dance	Walk/Run	Concert	Reunion

Other (Please explain):

Please provide information and make arrangements with City Department for all aspects of the event PRIOR to submitting the application for approval. (If not applicable, indicate with NA.)

1. Site Map

A Site Plan/Map and Event Notice must be attached. The Site Plan/Map shall include: (1) barricade locations; (2) vendor locations; (3) portable restroom locations; (4) trash receptacle locations; and (5) streets requested for closure, labeled on the streets and listed on the map page.

2. Security Plan

The security plan should include hiring police or security officers. Please attach a copy of the plan. The plan MUST be previously approved by the Police Department, Special Operations, 268-4132.

3. Traffic flow plan

Please attach the plan or include as a part of the site map

4. Trash Receptacles

Provider: _____

(See phone directory yellow pages for vendors.)

5. Portable Restrooms

Provider: _____

(See phone directory yellow pages for vendors.)

6. Food vendors licensed/inspected by Health Department.

Please attach a list of vendors contracted.

7. Permit or License

Application must be submitted with Special Events Application, if applicable—268-4553. Contact the following for the specific permit/license.

Permit/License

Tents (number and size)

Banners/signs

Vendors/Stand Permits

Carnival

Beer/Liquor

Fireworks

Parade

Issuing Office

Office of Central Inspection (7th Floor)

Office of Central Inspection (7th Floor)

Office of Central Inspection (7th Floor)

License Office (12th Floor)

License Office (12th Floor)

License Office (12th Floor)

License Office (12th Floor)

8. Arrangements for Park Facilities

To be made directly with Park Department 268-4351.

9. Arrangements for use of public parking lots (outside of Old Town)

To be made directly with the Property Management, 268-4436.

10. Certificate of Liability Insurance

Attach with application.

Insurance Company/Provider: _____

Please submit the completed application and requested attachments. City Manager Staff will obtain verification of approval from each department.

For Staff Review/Approval

Site Map

APPROVED:

Security Plan

APPROVED by Special Operations Bureau (268-4131)

Food Vendors

APPROVED by Environmental Health (268-8351)

Traffic Flow Plan

APPROVED by Public Works Traffic Engineering (268-4598)

APPROVED by Fire Department (268-4441)

ACKNOWLEDGED by Wichita Transit (265-1450)

Park Facilities

APPROVED by Park Department (268-4361)

Public Parking Lots

APPROVED by Property Management (268-4436)

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